

STATE OF HAWAII  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103F, HRS

11 MAY 18 A9:18

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health/Family Health Services Division/Maternal and Child  
Health Branch/Healthy Start Program  
*Department/Division/Branch or Office*

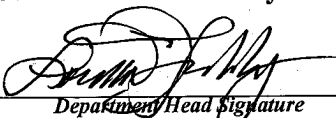
Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): Early Identification (EID) in civilian birthing hospitals for the Healthy Start Home Visiting Program systematically identify and intervene early with prenatal women and families with newborns, and/or children under three (3) years of age who are at-risk for child maltreatment, with the intent of reducing the occurrence or reoccurrence of maltreatment among the families receiving services. Contacting and offering free home visiting services to all mothers/families within home visiting program's geographic service area. Of those who express an interest in the home visiting service, screen and assess families utilizing a Maternal and Child Health Branch (MCHB) approved tool for eligibility for program services. Refer these eligible families to the appropriate home visiting service according to the geographic service area. Refer ineligible families to other community services as appropriate.	
2. Provider Name and Address:	YWCA of Hawaii Island 145 Ululani Street Hilo, Hawaii 96720-2947  Catholic Charities Hawaii Clarence T.C. Ching Campus 1822 Keeaumoku Street Honolulu, Hawaii 96822
3. Total Contract Funds:	\$200,000
Contract Funds per Year (if applicable):	\$0
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 11-15
5. Term of Contract:	Start: 7/1/11 End: 6/30/12
6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: Prior approval for exempt procurement for Rainy Day funds was granted on February 2, 2011. (PEH No. 11-15). This request is to increase the contract amount by an additional \$200,000 and to extend the term of the contract per Act 25/SLH 2011 which allows an extension to June 30, 2012. This additional funding is less than the original funding indicated in the original RFP.  PEH No.11-15 was approved for \$200,000 based on the assumption that the program had to expend funds by July 1, 2011. With the extension through Act 25/SLH 2011, the program will be able to provide more services and expend additional funds.	

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7.	<p>Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:</p> <p>MCHB issued a Request for Proposal (RFP) (HTH-560-CT-002) for EID services in September, 2008. YWCA and Catholic Charities submitted proposals and were selected and notified on January 6, 2009. During the contract negotiation period, the program experienced incremental budget restrictions. The RFP was eventually cancelled following the budget restrictions (May 26, 2009) which closed the program except for 2 sites. Although contracts were never executed because of the subsequent budget restrictions, both agencies have retained employees who are currently trained and possess the skills and credentials to administer the screening and assessment tools for early identification in a hospital setting.</p> <p>MCHB selected these providers because they were selected following a competitive procurement process - even though contracts were not executed. The scope of services remain the same, although the funding source is significantly decreased from the RFP. Because of the time constraints associated with the Rainy Day funds, and the providers' resources in regard to the trained employees they have retained, these providers are the best option available to provide these services.</p> <p>This request is to extend the contract period as per Act 25/SLH 2011.</p>				
8.	<p>Describe the state agency's internal controls and approval requirements for the exempted procurement:</p> <p>This request for an extension for an additional fiscal year as per Act 25/SLH 2011 and to increase the contract amount by \$200,000.</p>				
9.	<p>List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:</p> <p>Gordon Takaki, PHAO V Cindy Hirai, Program Head</p>				
10.	<p>Direct questions to (name &amp; position):</p> <table style="width:100%"><tr><td style="width:40%; vertical-align:top">Phone number:</td><td>Cindy Hirai, Program Head 808-733-9042 cindy.hirai@doh.hawaii.gov</td></tr><tr><td style="vertical-align:top">e-mail address:</td><td></td></tr></table>	Phone number:	Cindy Hirai, Program Head 808-733-9042 cindy.hirai@doh.hawaii.gov	e-mail address:	
Phone number:	Cindy Hirai, Program Head 808-733-9042 cindy.hirai@doh.hawaii.gov				
e-mail address:					

**I certify that the information provided above is to the best of my knowledge true and correct.**

 _____ <i>Department Head Signature</i>	<u>7/17/11</u> _____ <i>Date</i>
<u>Loretta J. Fuddy, A.C.S.W., M.P.H.</u> _____ <i>Typed Name</i>	

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**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

**Chief Procurement Officer's Comments:**

Mr. Gordon Takaki and Ms. Cindy Hirai are identified as participants in this procurement. No written delegated procurement authority is required for a *Notice of and Request for Exemption from Chapter 103F, HRS*. Mr. Takaki has completed the mandatory training and Ms. Hirai has registered to complete her training by July 7, 2011. As a reminder, Ms. Hirai shall not participate in procurement activities until she has completed the applicable training in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. Procurement requests submitted to the SPO listing departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned with no action taken. This approval is conditioned on the above, with the understanding that fiscal year 2011 funds are being encumbered as identified in ACT 191, SLH 2010 and ACT 25, SLH 2011, and this award is required to be posted on the Awards Reporting System.

☒ **APPROVED**      ☐ **DISAPPROVED**      ☐ **NO ACTION**

  
\_\_\_\_\_  
Chief Procurement Officer Signature

6/6/2011  
\_\_\_\_\_  
Date

Please ensure adherence to applicable administrative requirements.